

## AFFILIATE OFFICE INFORMATION

SAMPLE FORMAT

**VOLUNTARY AGENCY:** \_\_\_\_\_  
**Office Name:** \_\_\_\_\_  
**Affiliate Office Director:** \_\_\_\_\_  
**R&P Services Director:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
(service delivery site) \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Placement Area.** Identify adjacent states where affiliate proposes to place refugees, even if within the 50/100 mile radius limits: \_\_\_\_\_

**Sub-Offices Administered by this Affiliate or Administering Affiliate if a Sub-office:** \_\_\_\_\_

**Joint Site?** Y ☐ N ☐

**If yes, with which agency?** \_\_\_\_\_

**Affiliate new in:** ☐ FY-04 ☐ FY-05 ☐ FY-06

**Director new in:** ☐ FY-04 ☐ FY-05 ☐ FY-06

**Match Grant Refugees:** CY-05 \_\_\_\_\_ CY-06 \_\_\_\_\_

**FY-04 180-Day Employment Outcomes:**

**Last on-site monitoring:** FY \_\_\_\_\_ **Next proposed monitoring:** FY \_\_\_\_\_

**Free Cases** \_\_\_\_\_ % **All Cases (if available)** \_\_\_\_\_ % **Other federally funded programs at this site (e.g., Wilson Fish, Match Grant):** \_\_\_\_\_

### AFFILIATE STAFF

FY-05		FY-06	
<b>R&amp;P Staff Paid by R&amp;P Funds (FTE):</b> _____		<b>R&amp;P Staff Paid by R&amp;P Funds (FTE):</b> _____	
<b>R&amp;P Staff Paid by Other Funds (FTE):</b> _____		<b>R&amp;P Staff Paid by Other Funds (FTE):</b> _____	
<b>TOTAL R&amp;P Staff:</b> _____		<b>TOTAL R&amp;P Staff:</b> _____	
<b>Estimated volunteer hours/week:</b> _____		<b>Estimated volunteer hours/week:</b> _____	
<b>Refugee Languages (Paid Staff):*</b>	<b>Refugee Languages (Volunteers)*:</b>	<b>Refugee Languages (Paid Staff):*</b>	<b>Refugee Languages (Volunteers)*:</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CASELOAD STATISTICS:	FY-04 (actual)		FY-05 (estimated)		FY-06 (proposed)	
	Family	Free	Family	Free	Family	Free
Africa	_____	_____	_____	_____	_____	_____
East Asia	_____	_____	_____	_____	_____	_____
Eastern Europe	_____	_____	_____	_____	_____	_____
Former Soviet Union	_____	_____	_____	_____	_____	_____
Western Hemisphere	_____	_____	_____	_____	_____	_____
Near East/South Asia	_____	_____	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____	_____	_____
<b>FY Total</b>	_____		_____		_____	

\* Agencies should be prepared to provide names of language speakers upon request for each language listed.